

Backstage Academy (Training) Ltd	Job Description
POST TITLE: Digital Content Designer & Lecturer (1 FTE)	REFERENCE: BSA2020-04
AREA OF WORK: Backstage Innovation Centre Project	DATE COMPILED: May 2020
SALARY RANGE: Subject to experience	HOURS PER WEEK: 40 Hrs
Probation Period: 10 Months	STANDARD WORKING HOURS: 08:30-17:30 Monday - Friday (Occasional weekend and evening work will be required)
Notice Period: 3 Months	START DATE: TBC
Holiday Entitlement: 22 days & Bank Holidays	END DATE (If applicable): N/A
FIXED TERM or PERMANENT CONTRACT: Permanent	
IMMEDIATE LINE MANAGER: Development Director & Academic Director	
50% of this post will be as a Lecturer in Backstage Academy, and 50% of this post directly contribute to the development and delivery of the Backstage Innovation Centre Project, part-funded by European Regional Development Funds (ERDF).	
DESIGNATION OF ANY STAFF LINE MANAGED BY THE POST HOLDER: None	
JOB PURPOSE:	
Digital Content Designer will take the lead on all visual design & content support development for research projects, and interactive & Immersive technologies research for the Innovation centre, and share your knowledge and professional experience as a lecturer at Backstage Academy.	
PRINCIPAL DUTIES AND RESPONSIBILITIES:	
The following duties are not shown in order of priority or frequency nor is the list exhaustive, but rather an indication of the type and level of duties expected of the post holder:	
Digital Content Designer (Backstage Innovation Centre Project) - Main Responsibilities (50% of role)	
<ul style="list-style-type: none"> • Responsible for supporting projects with expertise in electronic control systems, producing designs for automation systems and working on the design and execution of research projects relating to digital content, immersive technology and XR interaction design. • Look beyond short-term trends into future markets and see where the UK can be a leader in next-generation technologies and applications relating to digital content, immersive technology and XR interaction design. • Put in place projects and programmes to harness the growth from these trends. • Develop partnerships and deliver new funding opportunities. • Work closely with technologists and market sector leads to develop projects and initiatives in a highly collaborative, matrix environment. • Develop, test and launch business and funding models for new project ideas to create significant impact. • Evangelise the Backstage Innovation Centre Project's mission and key opinions within your area to a wide audience and into business communities. • Advise on and produce detailed specifications and prototypes for client projects. • Produce technical specifications/schematics, research special materials, and production techniques to required standards. • Create risk assessments as required; ensuring safe and consistent operation of equipment. 	

- Precision assembly and validation of multi-disciplinary systems.
- Assist with project planning, provide cost and time estimates.
- Provide, communicate and distribute drawings, photographs and information to prototyping workshops, and technical departments
- Present Ideas when necessary through public speaking and conducting or delivering training.

Digital Content Lecturer (Backstage Academy) – Main Responsibilities (50% of role)

- Design, delivery and teaching of classes, projects and other learning activities within the framework of the courses.
- Supporting and guiding interdisciplinary collaboration between courses.
- Delivering classes in practice and theory to students.
- Provision of academic and personal tutorial guidance and support to students.
- Delivery and coordination of teaching and learning in conjunction with the course leaders.
- Responsibility for planning and supervision of students' work in projects and assignments.
- Assessment and examination of students, coordination of tutors' marks where appropriate, and collaborative participation in formal and informal assessment meetings.
- Membership of Course Committees and Data Reconciliation Boards as required.
- Responsibility for administration (timetable, attendance records, assessment, etc.) in support of teaching.
- Work to the agreed budget and resources, including liaising with existing industry partners, and to recommend new partners where appropriate.

Backstage Academy actively encourages staff development and training. You are expected to participate in training and development activities as necessary to meet job, institutional and personal development. All training and development is primarily focused as developing you in your present role.

SPECIAL REQUIREMENTS

The post-holder will be expected to work evenings and weekends when required, with time off in lieu.

ADDITIONAL NOTES

100% of this post will directly contribute to the development and delivery of the Backstage Innovation Centre Project, part-funded by European Regional Development Funds (ERDF) until 2023.

All staff are expected to comply with Production Park Ltd.'s Health and Safety and Equal Opportunities policies in the performance of their duties.

This is a description of the role requirements as it is presently constituted. The post-holder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined. It is the Academy's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary, update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the role-holder.

EQUAL OPPORTUNITIES STATEMENT

Backstage Academy is an equal employment opportunity employer. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, colour, sex, sexual orientation, gender identity, religion, disability, age, nationality or ethnic origin.

Backstage Academy considers equivalent combinations of experience and education for certain jobs. All candidates who believe they possess equivalent experience and education are encouraged to apply.